



## **Department of Emergency Medicine**

### **Intermediate Clerk/Prehospital Office**

**POSITION:** LAC+USC Medical Center Department of Emergency Medicine (DEM) is currently seeking highly qualified individuals to fill the positions of Intermediate Clerk in the Prehospital Office to provide robust ancillary support to clinical staff providing care for a diverse patient population. Intermediate Clerk will be working with the DEM teams in the Prehospital Office.

#### **RESPONSIBILITIES:**

- Answers questions, directs and gives information to the public and/or internal customers
- Supports and coordinates activities of the unit not requiring direct patient care
- Searches records and files for data where judgment is required in selecting material
- Processes documents according to a predetermined but specialized procedure
- Makes phone calls as directed to support and expedite the work of the unit and patient flow
- Respects patient rights and privacy needs while maintaining courteous relations with patients, visitors and other staff
- Interacts to improve relations with internal and external customers to improve patient satisfaction ratings for the emergency department
- Inputs data into the TEMIS data base
- Assists Prehospital Coordinators in filing data records and sending copies to EMS
- Assists Prehospital Coordinators ,STEMI and Trauma with QI
- Works with patient care records to obtain patient information, disposition, and ICD-10 codes
- Runs data reports in the TEMIS data base, reports statistics to EMS and other interested departments

#### **DESIRABLE QUALIFICATIONS:**

- Excellent interpersonal communication and computer skills
- Strong organizational and problem resolution skills
- Ability to work effectively and productively with minimal supervision
- Flexibility and willingness to adapt to various changes in work flow and procedures

Candidates must currently be a permanent County of Los Angeles employee who holds the payroll title of Intermediate Clerk to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered as a new hire.

Interested applicants should submit a letter of interest, resume, copy of their last two performance evaluations, and a copy of their time records for the past 24 months to:

LAC+USC Medical Center  
Nurse Recruitment & Retention Center  
Inpatient Tower – Room C2C112  
Telephone: (323) 409-4664  
Fax: (323) 441-8039  
EOE- Posted 7/14/16

Resumes will be reviewed and highest qualified candidates will be contacted for interviews.  
Resumes will be accepted until the needs of the department are met.